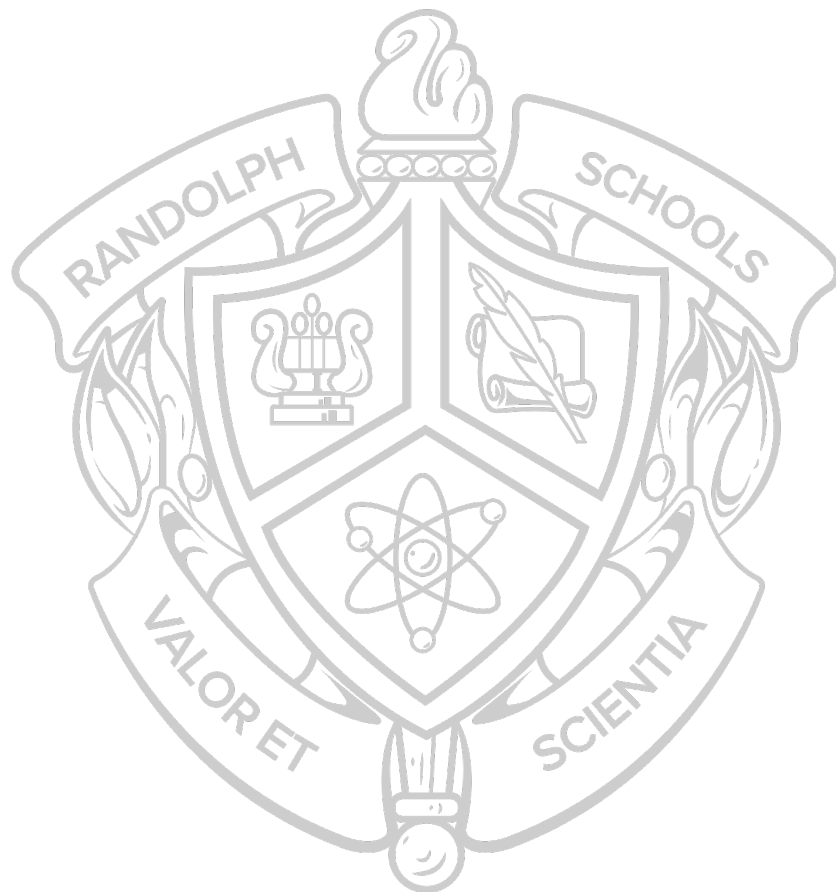


# STUDENT HANDBOOK

## RANDOLPH HIGH SCHOOL HOME OF THE RAMS

2022-2023



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## ACADEMIC INTEGRITY

Students are encouraged to be honest in all aspects of their lives. Academic integrity is essential for success as life-long learners. Any attempt to obtain credit for work done by another will not be tolerated at Randolph High School. Whether a student is cheating alone or helping another person to cheat, the results are harmful to those involved and to the entire school community. Cheating includes, but is not limited to stealing, copying homework and graded materials, or providing answers on any quiz, exam, report or essay; changing grades wherever they are recorded; using a calculator to store data or graphics for a test; or copying text without documentation from any published or Internet source.

Students who store school assignments on computers must take responsibility for the security of their own work. Allowing or providing the opportunity for other students to access one's personal computer files containing school work will be construed as enabling cheating to occur.

When the teacher or administrator has determined that cheating has occurred, they will discuss the incident with the student and review the school policy. The teacher will then contact the student's parent or guardian. Students will receive consequences per the RHS Code of Conduct. Students with repeated cheating violations will face additional disciplinary action including but not limited to loss of credit.

Students who are consequence for a violation relating to academic integrity may be precluded or removed from an Honor Society.

## ACADEMIC PROGRAM

### **Academic Standing**

In order to recognize academic excellence, we set the following standards:

- High Honor Roll/Principal's Honor Roll: Any student with grades of all A's in all subjects.
- Honor Roll: Any student with a weighted GPA of at least 3.500 and no grades below a C Minus.

Student standing is reported via a decile system which takes into account the number of courses taken, the rigorousness of the courses taken, and the student's achievement in each course. The student's weighted and unweighted grade point averages are also reported on student transcripts.

### **Grading Philosophy**

The Randolph High School grading philosophy is one based on the assessment of academic performance in mastering the course proficiency requirements. The grade earned reflects the student's average with a consideration of the complementary criteria which characterizes the letter grade.

The curriculum provides a wide selection of courses on various achievement levels. Students' selection of courses and course levels should correspond realistically to their academic potential and future goals.

## **Course Grades**

- Full year courses earn 5 credits
  - There are four marking periods
    - Each marking period is 25% of the final grade
  - The lowest grade a student can earn during marking periods 1 & 2 is a 55%.
- Semester courses earn 2.5 credits
  - There are two marking periods
  - Each marking period is 50% of the final grade
  - The lowest grade a student can earn during marking periods 1 & 3 is a 55%.

## **Graduation Requirements**

All students must acquire a minimum number of 140 credits.

All full year courses receive 5 credits, semester courses will receive 2.5 credits, and quarter courses will receive 1.25 credits. Credit will only be awarded upon successful completion of the entire course; including all attendance requirements.

### **Required courses for all students:**

- Language Arts Literacy - 4 Years 20 credits
- Social Studies -3 Years 15 credits
  - United States History- 2 Years
  - World History- 1 Year
- Science -3 Years 15 credits
  - 15 credits including laboratory biology/life science; one additional laboratory/inquiry-based science course, which shall include chemistry, or physics; and one additional laboratory/inquiry based science course
- Mathematics -3 Years 15 credits
  - 15 credits including Algebra I and Geometry or the content equivalent and a third year of math that builds on the concepts and skills of algebra and geometry and prepares students for college and 21st century careers.
  - Students enrolled in Introduction to Algebra I in grade nine must take a fourth year of mathematics that builds on the concepts and skills of Algebra and Geometry.
- World Language -1 Year (sequential) -5 credits
- Physical Education - 4 Years- 20 credits (including health and driver's education)
- Visual / Performing Arts – 1 Year -5 credits

- Career/Technical Education - 1 Year -5 credits
- Financial/Economic/ Business/Entrepreneurial Literacy -1 Semester-2.5 credits

### **Standardized Testing**

More information will be provided as updates from the NJDOE are received.

### **Additional graduation requirements:**

- All students must complete additional credits in elective courses. College-bound students are strongly encouraged to complete additional core courses and elective credits in English, math, science, social studies and world language.
- All students must complete the State testing requirement.
- A student who fails to meet all of the requirements for graduation may not participate in graduation rehearsals or in the graduation ceremony.

### **Incomplete Grades**

Incomplete grades (I) are given only in cases of extended illness or personal family crisis. The maximum time for completion of work is ten school days after the close of a marking period unless extensions are given through the Child Study Team or with the principal's permission.

### **Home Instruction Due to Temporary Illness**

All home instruction information and guidelines can be found in the Home Instruction Manual available from the Counseling Services Department and on the Counseling Services Department Website.

The purpose of Home Instruction is to support the student in maintaining continuity of instruction during the student's absence from the regular program. In no way does home instruction take the place of actual classroom instruction. The instruction shall be sufficient to continue the student's academic progress.

As per NJ Administrative Code 6A:14-4.8 and 6A:16-10.1, out-of-school home instruction is available when a student is absent from any Randolph Township Public School for 10 or more consecutive days or 20 cumulative days due to a documented illness, injury, or enrollment in a rehabilitation program. Eligibility is determined by the school physician.

To qualify for home instruction, the parent/guardian must provide a written statement, on official letterhead, from the student's physician indicating that the student will be confined to his/her residence or other treatment setting for 10 consecutive school days or 20 or more cumulative school days during the school year. Also required of the parent is a completed Home Instruction Parent Questionnaire.

### **National Honor Society**

Prospective members must be Juniors or Seniors who possess a cumulative grade point average of 3.50 or higher. Candidates must also qualify on the basis of service, leadership, and character.

### **Valedictorian and Salutatorian**

Randolph High School shall recognize outstanding academic achievement and publicly acknowledge those students whose efforts and accomplishments distinguish them among their peers and within their community. A valedictorian and salutatorian will be selected using the traditional process of determining the student with the highest Weighted Cumulative GPA for valedictorian and the second highest Weighted Cumulative GPA for salutatorian. In case of a tie, there will be co-valedictorians but no salutatorian. In case of a tie for salutatorian, there will be co-salutatorians along with the single named valedictorian.

The Randolph High School Valedictorian and Salutatorian shall be selected according to the following guidelines:

- The valedictorian shall be the student with the highest, Weighted Cumulative GPA in the graduating class.
- The salutatorian shall be the student with the second highest, Weighted Cumulative GPA in the graduating class.
- Students with Cumulative Weighted GPAs within 1/100th shall be considered a statistical tie. In the event that there is a statistical tie for the valedictorian or salutatorian appointment, the students shall each be awarded the honor and serve as co-valedictorian or co-salutatorian.
- The Cumulative Weighted GPA will be run after the posting of the third quarter grades in the senior year. In order to be eligible for consideration, a student must have a history of continuous enrollment at Randolph High School for at least their junior and senior years.
- The Cumulative Weighted GPA will be calculated to four decimal places (thousandths).
- The valedictorian and salutatorian shall speak at the RHS commencement ceremony in June. In the event of a tie for salutatorian, all three honorees will speak at the ceremony. Speeches are to be made available for approval by the principal.

## ATTENDANCE

In order for students to learn and achieve their fullest potential, it is critical that they are actively engaged in the learning process. Student attendance is necessary for not only academic and accountability reasons, but we must collectively continue to interact, connect, and build positive relationships with our students.

- [Policy/Regulation 5200](#)
- Parents are able to input absent notes into Genesis if their child is not going to participate in any classes for the day

### **Daily Attendance:**

- Submitted to the NJDOE for each day school is in session
- Students can either be “Present”, “Absent”, or “Not in membership”
- The NJDOE recognizes five (5) allowable reasons to not be in membership:
  1. [Religious observance](#) (N.J.A.C. 6A:32-8.3(h))
  2. "Take Our Children to Work Day"
  3. Participation in observance of Veterans Day (N.J.S.A. 18A: 36-13.2) or district board of election membership activities (N.J.S.A. 18A: 36-33);
  4. The closure of a busing district that prevents a student from having transportation to the receiving school.
  5. College Visits (maximum three (3) per year for grades 11 & 12 only)
    - Travel days on either end of the visit are not excused
- Daily attendance will be taken every day during homeroom at 7:30am **AND** verified at the end of each day that the minimum requirements have been met
  - It is possible for students to be marked as “half day-present” if the student has not attended a minimum of four (4) instructional hours

### **Class Attendance:**

- Recorded in Genesis each class period by the teacher
- The student must be present for the whole class period to be marked ‘present’
- **Individual class attendance determines if the student earns credit in that course (in addition to passing the class academically)**
  - **Credit may not be earned if a student exceeds 18 unexcused absences in a full year course, or 9 unexcused absences in a semester course**
  - All daily and class attendance can be viewed on Genesis. If you have specific questions about class attendance, please reach out to the teaching staff member.

If you have specific questions about daily attendance, please reach out to:

- Mr. Zimmerman- Attendance secretary ([rzimmerman@rtnj.org](mailto:rzimmerman@rtnj.org) or ext. 6508)
- Mr. Agrati- Vice Principal ([magrati@rtnj.org](mailto:magrati@rtnj.org) or ext. 6202)

### Attendance Expectations

In accordance with the provisions of N.J.S.A. 18A:38-25, every parent, guardian, or other person having control and custody of a child between the ages of six and sixteen shall cause the child to regularly attend school. The Board of Education requires students enrolled in the school district to attend school regularly in accordance with the laws of the State.

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#### **To Report Absences**

- Parents should use the [Genesis Parent Portal](#) to notify the Attendance Office that their child is going to be absent for the day.
    - Parents are able to choose the date(s) and input the reason
    - **In order for the absence to be considered excused (not count towards loss of credit) per Policy/Regulation 5200, appropriate documentation with specific dates MUST still be submitted to the Attendance Office on the day that the student returns to school. Please note that the State of NJ only recognizes five allowable reasons (noted above).**
  - Failure of the parent/guardian to notify the Attendance Office will result in a call home to verify the absence
- 

#### **Early Dismissal**

- Students leaving early for the day must sign out at the Attendance Office when leaving
  - Students must also sign in if returning to school
  - These dismissals are only approved when a parent's permission note (a document stating the reason for dismissal) is submitted to the Attendance Office and verbally verified with the parent by the attendance secretary, regardless of age)
  - The student MUST be picked up by someone listed in Genesis on the student's emergency contact card
  - Student's dismissed prior to four hours of instruction will not receive credit for the full day
- 

### **Daily and Class Attendance**

#### **What is an unexcused absence that will count towards loss of credit in each course?**

- Any undocumented absence
- Family vacations
- "Cut days" that may, or may not, be related to the Junior or Senior Prom
- Performance of household duties, or babysitting



- Missing more than 10 minutes of a class
- Not being present in school for a make-up snow/emergency day
- Any other reason that is not listed below as an excused absence

**What is an excused absence that will not count towards loss of credit?** (Please note that the New Jersey Department of Education only recognizes five allowable reasons for a daily absence that will not count towards chronic absenteeism, as indicated below by the \*)

- [Religious Observances](#)\*
- Take Our Children to Work Day\*
- Veteran's Day participation or district board of election membership activities\*
- College Visits (maximum three (3) per year for grades 11 & 12 only)\*
  - Travel days on either end of the visit are not excused
- The closure of a bussing district that prevents a student from having transportation to the receiving school. \*
- Where appropriate, when consistent with Individualized Education Programs, the Individuals with Disabilities Act, and/or individualized health care plans
- Pupil illness supported by a doctor or physician's note with specific dates requesting to be excused
  - It is recognized that not all illnesses require a visit to the doctor/physician. If this is the case, the absence will count towards loss of credit and is the reason why students are allowed a reasonable number of unexcused absences before losing credit
- Death in the family
- The student's suspension from school
- Field trips or other school sponsored activities
- The student's required appearance in court
- Interviews with prospective employers or with an admissions officer of an institution of higher education
- Examination for a driver's license
- Necessary and unavoidable medical and dental appointments

**In order for the absence to be excused, appropriate documentation with specific dates for any of the reasons listed above must be provided to the Attendance Office when the student returns to school.**

### **How can I find out how many absences I have?**

- Your Genesis account has an Attendance tab at the top that will provide you with the total number of days absent and total number of absences for each class
- It is possible that you may have a different number of absences in each class because of the rotational schedule
- Notification to parents/guardians about course totals and possible loss of credit is provided through the Letters tab in Genesis, Instant Alerts/Emails, and/or hard copy letters mailed home

### **When will loss of credit occur due to excessive, unexcused absences?**

- To receive credit for a course, a student must attend class on a regular basis and complete all requirements of the scheduled course
  - A student may not be granted credit toward graduation in a scheduled course after the number of unexcused absences exceed:
    - Eighteen (18) per year in a full year course
    - Nine (9) per semester in a semester course
  - A secondary student who has been dropped from a course of study will be assigned to an alternate program such as restricted study
  - A secondary student denied course credit may attend a credit completion session to regain denied credit. Such a program may include “summer school” or the online credit recovery program at the family’s expense; your child's school counselor can provide more specific information.
  - A student may elect to participate in Physical Education (P/E) make up sessions
    - Two sessions must be made up for every one class that was missed
- 

### **Tardiness to School**

Students who are tardy to school must report to the attendance office to sign in and obtain a tardy pass to class. Students who are excessively tardy will be subject to disciplinary action by the administration as follows:

- Every three (3) tardies to class is counted as equivalent to a cut of that course. Consequences will be imposed as per the Code-of-Conduct
- In the event that a student is tardy to homeroom, every three (3) tardies will be assigned consequences at the discretion of the administration.

## CODE OF CONDUCT

### **Policy on Discipline**

All students at RHS have the right to a thorough and efficient education. Every student has the responsibility to conduct him/herself in a manner which embodies the RAM values and enhances the educational atmosphere at RHS.

The code of conduct is used as a guide for administrators. The administration has the authority to use discretion depending upon the severity and frequency of incidents. Consequences appear as Level 1-3 with the understanding that depending on the severity, first offense may be consequence at Level 3.

A major violation (out-of-school suspension, multiple suspensions, and / or police involvement) or repeated violations of the Code of Conduct and/or Attendance Policy may result in loss of the privileges to include, but not limited to:

- Attendance at Athletic Events
- Attendance at Extra Curricular Events
- Field Trips
- Graduation Ceremony
- Junior and/or Senior Prom/School Dances
- Open Lunch
- Parking on Campus
- Participation in Clubs/Athletics
- Removal from the Tomorrows Leader program
- Senior Events

The maintenance of discipline is a cooperative task between the home and the school. If difficulty occurs with an individual pupil, we will first try to find the cause of the problem. Many times, the underlying cause of the problem is minor and can be remedied without parental involvement. In more serious cases requiring disciplinary action, parents will be contacted immediately to help work out a solution. Suspension from school may occur if deliberate acts of a pupil cause injury to the health, morals, or welfare of others; if there is a serious violation of school regulations; or if the conduct of the pupil interferes with the education of other pupils in the classroom. In the event of suspension, the student may not return to school until the parents have met with a building administration for a re-entry meeting. Students who are suspended from school will not be allowed to participate in after school activities and/or privileges that include, but not limited to: athletic games and practices (fan or participant), extra-curricular activities and meetings, dances/proms, field trips, graduation, etc. When students have demonstrated positive behavior within the school and their efforts and behavior have made a positive impact on the school community, they may receive acknowledgements in a variety of ways.

At the beginning of each school year, students and parents will be asked to read and review the information listed in the Code of Conduct and sign-off to acknowledge their understanding the rules, procedures, policies, and regulations governing Randolph High School.

## RAMS VALUES

$$\text{Respect} + \text{Attitude} + \text{Maturity} = \text{Success}$$

**Respect:** We show empathy for one another. We treat others as we wish to be treated. We think before we speak or act. We value each other's feelings and basic rights. We respect one another.

**Attitude:** We show positivity. We care about and embrace diversity. We show pride in ourselves and our school and we set the tone for our environment. We exhibit a good attitude.

**Maturity:** We own our actions. We are accountable. We show a willingness to grow and an equal willingness to accept change. We are honest. We are mature.

**Success:** The end result. When we care about one another, when we exhibit all the qualities of being a RAM, we, together, achieve the greatest success.

When a disciplinary infraction occurs it is because specific actions do not adhere to one or many of the RAMS Values that were established and defined by a committee made up of students, parents, teachers, and administrators.

### Information Regarding the Code of Conduct

- The Code of Conduct can be accessed on our website.
- It is understood that student behavior in most cases will be addressed by the classroom teacher first prior to being referred to the grade level vice principal.
- Students exhibiting behavior(s) that significantly interfere with learning and or the well-being of other members of the school community will be reported to the vice principal in charge of discipline.
- The vice principal of discipline shall confer with student and staff member to establish appropriate disciplinary consequences. More than one disciplinary consequence may be assigned. Repeated violations will result in a more severe response.
- Discipline incidents that severely interfere with other's safety and learning, damage property, and are threatening or harmful in nature may result in suspension. The type and length of each suspension is at the discretion of the administration as governed by New Jersey Administrative Code 6A:16-7.2/7.3 and Board Policy 561.6.
- Before consequences for a classified student are determined, contact will be made with the Child Study Team.

### Appeals/Due Process

Board of Education policies 5610 and 5710 provide specific information to parents/students regarding the appeal process.

## STUDENT CONDUCT EXPECTATIONS

### **Class Cuts**

If a student is absent or unaccounted for from a class for more than 10 minutes, it is considered a class cut. Consequences will be administered per the Code of Conduct. If found in violation of cutting a class, the student jeopardizes his/her ability to complete the assigned work and may receive a zero for any of the assignments or missed work, including benchmark assessments. Additionally, this will count as an unexcused absence and accumulate towards loss of credit. Three cuts will result in loss of credit for that course.

### **After School Expectations**

Students who elect to stay after school to participate in a supervised club, activity, or sport must remain under the supervision of a staff member until picked up. Students who are released from their activity prior to 3:45pm must wait in the Commons where a staff member will provide supervision.

### **Reporting to Class**

If students report to class and a teacher is not present due to an unforeseen circumstance, it is expected that the students will call the main office AND also tell the teacher in the classroom next door. Supervision will be provided immediately.

### **Inappropriate, Obscene, Lewd, or Vulgar Language/Gestures/Writing**

Inappropriate and obscene language is unacceptable while in school, on school grounds, and at school sponsored activities. Students are expected to use courteous and proper language at all times. Obscene/lewd/vulgar gestures or language toward teachers, administrators, staff, or fellow students will not be tolerated. Offenders will be referred to a vice principal for disciplinary action.

### **Student Smoking- Policy 5533**

Smoking is not permitted on school grounds. Students found in possession and/or suspected of using electronic cigarettes, Juuls, or other “vaping” devices will be disciplined according to the Code of Conduct, dictated by Policy 5533, and will be sent out for a rule-out drug screen. Consequences will be determined by Policy 5530 if found to be another substance.

### **Hallways**

Students are not permitted to be in the hallways when classes are in session. Students who have study hall should report to their designated classroom on time. When it is necessary for students to be in the hallway during class time, it is the expectation that their presence does not disrupt instruction and they have teacher permission via a hall pass.

### **Theft**

Students should respect their own property and the property of others. Stealing will not be tolerated. Disciplinary action will be taken and the police department will be involved.

### **Policy 5511 - Dress and Grooming**

The Board seeks parental cooperation in helping the school attain its objective of fostering pride and good taste in clothes and grooming by exercising such positive parental guidance and authority as may be deemed appropriate to you. The Board will, at all times, continue to exercise its prerogative to inform parent(s) and/or legal guardian(s) of individual children of our concern or question as regards either the

suitability or permissibility of certain attire. The Board feels confident that, together, we can engender a positive attitude toward dress and grooming in the youth of our community.

### **Student ID**

Students will be issued a picture student identification card. All students are required to have their I.D. cards in their possession at all times. If school personnel requests to check the student for identification, the student must be able to present his/her I.D. card. Randolph High School students are also required to show student I.D. when entering an assigned bus upon driver request. Failure to produce the ID upon request may result in disciplinary consequence.

### **Leaving School Grounds**

Students are not permitted to leave school grounds during school hours **unless a parent/guardian has signed them out in the Attendance Office before leaving.** In all cases, they must have written permission from their parents. We will notify parents when students leave school grounds without authorization. In addition, the students will be subject to disciplinary action. **All students, regardless of age, may NOT sign themselves out; a parent/guardian must sign him/her out in the Attendance Office unless verified that the student is a senior driver that has followed all appropriate steps (parent note and verbal confirmation) to be dismissed from school.**

### **Policy 2361 - Acceptable Use Policy**

The district computer network facilitates communication in support of research and education. You will be asked to read the District Acceptable Use Policy and login to access the internet.

### **Technology and Devices**

The district's device initiative encourages all students to bring their fully charged district device to school each day; cell phones are not an educationally appropriate device. Cell phones should remain out of sight and not used during instruction.

Not all lessons will require the use of student devices or technology. It is the teacher's prerogative to use the best instructional strategies and practices to educate their students based on their needs.

Headphones/Air Pods/earbuds/speakers are prohibited from being used in the hallways during passing time. Unless specifically required for instruction in the classroom, they should not be used or permitted for student use. Students are permitted to use them during lunch.

### **Assemblies**

Assemblies provide opportunities to share talent, create cultural awareness, nurture school spirit and expand upon the classroom learning experience. Assemblies take place in either the gym or auditorium. It is expected that students will be respectful of the performers and respond in an appropriate manner. Each student who attends the assembly must be escorted by a teacher.

## **Bus**

Riding a school bus is a privilege that has accompanying responsibilities. The following rules are created and enforced for the safety of all who ride the bus. (1) Pupils are expected to conduct themselves in an orderly manner. Courtesy to the driver and all other passengers and respect for law and property are expected. (2) Smoking is forbidden. (3) Pupils will keep all items and themselves inside the bus and will not throw any objects out of the bus window. (4) The bus driver has designated stops. Do not ask the driver to make special stops. (5) Distracting the driver endangers the lives of all the pupils on the bus. There should be no shouting or loud noises. (6) The school does not tolerate hazing others. No student has the right to interfere in any way with another person's privilege of traveling on the bus. (7) Students are responsible for following school rules while riding a school bus. (8) Students are to ride only on the bus to which they are assigned. (9) Students remaining on campus after the end of the regular school day and desiring to take advantage of the late bus runs will be required to secure a late bus pass from the activity advisor. This pass must be presented to the bus driver in order to ride the late bus. The bus driver has authority over all students on his/her bus. Bus drivers may request student identification to verify transportation.

## **Policy 5530 - Substance Abuse**

See the policy manual on [www.rtnj.org](http://www.rtnj.org)

## **EMERGENCY REGULATIONS**

### **Fire Drills**

The purpose of fire drills is to prepare the student body to react responsibly and effectively in an emergency which might require a rapid mass exit. Adherence to certain general principles represents a necessity for optimum safety: (1) Walk rapidly, but do not run; (2) be as quiet as possible; (3) listen for directions, otherwise follow planned drill routine; (4) pupils from each classroom exit in a single line; (5) after exiting the building, move a reasonably safe distance away from the building, as directed by a staff member; (6) students must stay with their class during the fire drill; (7) students are not allowed entry or access to any vehicle. Obey directions from staff members immediately and without question. Attendance will be taken outside by staff members. Students who falsely pull a fire alarm or call in a threat to the building will be dealt with in a severe manner. Since the safety and well-being of all persons may be at stake in such situations, any inappropriate conduct during this time will be met with consequences.

### **Shelter in Place Procedures**

Teachers are provided with shelter in place procedures to follow in the event of a medical emergency, biological hazard in or around school and an intruder on school premises. Routine shelter in place drills will be practiced throughout the school year. Since the safety and well-being of all persons may be at stake in such situations, any inappropriate conduct during this time will be met with severe consequences. Students who falsely pull a fire alarm or call in a threat to the building will be dealt with in a severe manner. The police will be called and the student will be subject to disciplinary action.



### **Active Shooter/Violent Intruder**

All staff have been trained in protocols designed to help ensure the safety and well-being of all students. Drills will be practiced throughout the school year. Students are expected to treat all drills appropriately; any misbehavior will be met with severe consequences. Drills may not be announced.

## **ATHLETICS, CO-CURRICULAR, AND EXTRA-CURRICULAR ACTIVITIES**

Information regarding athletics, co-curricular, and extra-curricular activities can be found on our website at [www.rtnj.org](http://www.rtnj.org).

### **School Events**

All school rules remain in effect during school sponsored activities regardless of the physical location or the time period of the event. Behavioral infractions of school rules will result in the assignment of the appropriate disciplinary penalty. This includes but is not limited to: field trips, proms, sports events and competitions.

### **Spectator Responsibilities**

Spectators are expected to:

1. Accept the decision of the officials.
2. Not endanger the safety or comfort of players, coaches, officials or other spectators.
3. Refrain from any actions deemed unsportsmanlike by the officials and or school administration.

Any person violating this code will be subject to ejection from the event and students face possible disciplinary action and possible suspension from future athletic events.

## **STUDENT PRIVILEGES**

### **Policy 5515 - Senior Student Parking**

Parking on school grounds is a privilege and great care should be exercised when driving and parking on school grounds. The High School has incorporated the "Share the Keys" program into the curriculum. Any student interested in securing a parking permit as a senior must attend a "Share the Key's" program with his/her parent/guardian. Both student and parent attendance is mandatory as part of the application process. Applications must include written proof that at least one of the student's parents/guardians has attended a Board approved safe driving program within four calendar years prior to the date of the application.

All seniors will park in the lot at the rear of the school. Because of our limited parking area, **ONLY SENIORS** will be assigned permanent parking permits. A lottery system may be used each semester. Each driver must adhere to all of the rules in order to maintain his/her privilege to park on school grounds.

**Cars illegally parked on school grounds may be ticketed by the police.** A work commitment is not considered a reason to drive to school. There may be occasion for the senior student lot to be closed. When the lot is closed seniors will be expected to ride the bus to school.



**Students are not allowed in the parking lot during the school day.** Disciplinary penalties will be assigned for infractions of this rule. The Randolph High School administration reserves the right to revoke parking privileges for students who are violating the Code of Conduct and/or not adhering to the Attendance Policy.

## HEALTH SERVICES

### Nurse

The school nurse serves any pupil needing first aid, health counseling, and eye examinations. Additionally, the nurse checks students returning to school after extended illness and excuses those students becoming ill during the school day. In order to see the nurse, a student must receive permission from the classroom teacher. When visiting the nurse/health office, students are required to sign in on arrival. Routine business with the nurse will be handled during student's study periods. If the nurse is unavailable, assistance will be available in the vice principal's office.

Sports physicals may be done by the student's personal physician or the school physician.

### Allergies

Please refrain from sending or bringing foods that contain peanuts, peanut butter, nuts or nuts-by-products. Students and parents must be aware that exposure to these products can be fatal to some students. We also have students with extreme allergy to products containing latex. Therefore, no balloons, latex gloves or other latex materials will be permitted in school.

### Policy 5310 - Injury of Student

Occasionally a student is accidentally injured while taking part in school activities. All injuries are to be reported to the school nurse. The school district carries insurance to cover most medical expenses. This policy works in conjunction with the family's personal insurance policy.

### Policy 5335 - Treatment of Asthma

This policy recognizes that students with asthma should be able to participate in normal childhood activities. Therefore, each school will maintain at least one nebulizer in the nurses' office. Training on airway management and nebulizer usage will be given to the school nurse, who will then be authorized to administer asthma medications through the nebulizer.

Students using self-administered asthma medication or the nebulizer will have an Asthma Action Plan (AAP) prepared by the student's medical doctor and submitted to the school nurse. The plan should identify asthma triggers and an individual healthcare plan for meeting student needs during school attendance or school-sponsored functions.

### Policy 5330 - Administration of Medication

This policy authorizes the administration of auto-injector epinephrine. See policy manual on [www.rtnj.org](http://www.rtnj.org).

### **Policy 5331 - Anaphylaxis to Food and Other Substances**

This policy refers to the timely administration of physician prescribed epinephrine for anaphylaxis to students with allergies, and recognizes specifically allergies to foods and other substances. It states that the parent/legal guardian should inform the building principal and school nurse of the presence of student allergies. The nurse and principal will notify the appropriate school staff and take precautions to ensure the safety of the student. Furthermore, once the school has been notified, the administrator and nurse will determine if these substances are on school grounds and if so, will inform and work with student and parent/legal guardian to avoid student exposure. School staff will receive training in anaphylaxis and precautions from school nurse as directed by the building principal.

## **STUDENT SUPPORT SERVICES**

### **Counseling Services**

Counseling is available to all students. Each student is assigned to a school counselor who works with the student during his/her four years of high school. Many problems concerning both school and personal life can be helped by talking to a school counselor. Students must have an appointment to meet with their counselor if they will miss class time. Counselors will be available to students during the unit lunch period and appointments may be made through the guidance secretaries. Students are required to sign-in when arriving at the guidance office. Students and parents are entitled to review the pupil's permanent record as stated in the District Pupil Records Policy #8330. Additional information regarding counseling services can be found in the Curriculum Handbook.

### **School Safety**

School safety continues to be a priority. The Board of Education remains committed to new safety measures that include locking all but the front doors after school begins. Our Security Personnel ensure that access to the building is limited to authorized individuals; that building security and safety procedures are followed; and that Board policies related to security, safety, and conduct are followed. The Security Personnel will assist in maintaining a safe school environment for staff and students and the general public. They monitor students in the commons, hallways, restrooms, campus grounds and other areas of the building as assigned. They advise the administration of any student violating school rules and regulations. Students are expected to follow the directions of the Security Personnel at all times.

### **Student Assistance Program – Intervention and Referral Services**

I&RS is a school-based, interdisciplinary committee created to assist students with any problems that may affect their learning process. The purpose of the committee is to identify problems and propose strategies to help students succeed in school. I&RS will link students to resources within the school and community.

I&RS is made up of specially trained members of the staff: teachers, vice principal, CST member, nurse, school counselor and the Student Assistance Coordinator.

I&RS addresses academic, behavioral, psychological, physical, and substance abuse problems referred to them by parents and staff members. Academic and behavioral information is gathered from teachers, the guidance counselor, and parents. I&RS along with the parents will meet to design an assistance plan. The student's progress will be monitored throughout the process.

Appointments or referrals to I&RS may be made through the guidance department.

### **Special Services**

The office of Special Education Services offers supportive assistance to teachers, parents, and students in the areas of educational growth and development. Students requiring support and services beyond the mainstream classroom are referred to the Child Study Team. If you feel your child needs the resources of this office, please contact your child's guidance counselor or call the Office of Special Services at 973-361-0808.

### **Student Assistance Counselor**

Dr. Maryalice Thomas is the Student Assistance Counselor and is available to meet with any student and or parent about concerns regarding substance abuse or family problems related to school performance. Dr. Thomas also serves as the HIB coordinator for the school district.

### **Policy 9130 - Public Concerns**

The faculty and administration of RHS are sincerely interested in the educational welfare, rights, and responsibilities of the students. Occasionally, a problem may arise between a student and/or parent and RHS. If there is problem in the classroom, please make every effort to contact the teacher. Should you have a problem with a RHS policy or procedure, please call or see an administrator. If you do not receive satisfaction from the teacher or administrator, your problem can be heard by the principal or superintendent or designee. Every effort will be made to find a fair solution to any problem.

Good communication between the home and school is the key ingredient to stopping or solving a problem. Please begin your complaint with the proper person, which will almost always be the teacher.

### **Home Instruction Policy 2412**

When students are out of school for extended periods of time due to illness or injury, parents/guardians should contact their school counselor immediately to initiate home instruction. The parent must provide a note from a doctor stating the reason for the absence and the approximate duration of the absence on official letterhead in order for home instruction to be considered.

## GENERAL INFORMATION

### **Morning Exercises/Flag Salute**

Each day will begin with the Pledge of Allegiance. All students are expected to behave respectfully. Students in the hallway are expected to stop walking and behave respectfully. Important daily announcements will be streamed, student messages and school forms will be distributed at this time.

### **Building Access**

Students are not permitted in the building prior to the start of school or after dismissal unless under the direct supervision of a staff member/coach.

Students are not permitted to open exit doors for anyone nor should they prop doors open for any reason at anytime.

### **Item Drop-Off**

Item drop offs should be limited to only necessary academic materials. If the item is of a medical nature, the item must be handed directly to a school nurse. All students have access to charge food items if forgotten from home. Additionally, all athletes and club members should be responsible for bringing their own possessions to and from school when necessary. Food delivery services such as Door Dash, Uber Eats, etc., will not be accepted.

### **Emergency Cards/Genesis/Instant Alerts**

Every Randolph High School student is required to have emergency information on file within the first week of school. Current and accurate emergency numbers and work numbers are essential to insure the safe welfare of each student. Students not meeting this obligation will be sent to one of the vice principals where discipline procedures will be addressed. It is the parent/guardian's responsibility to update the information when there are changes. In order to participate in extra-curricular activities and field trips all students must have an emergency information on file.

All families are encouraged to use their Genesis accounts. This will be the preferred method of district communication.

### **Lost and Found**

The "lost and found" is located in the Attendance Office. Lost electronics and jewelry will be held with Mrs. O'Leary in the Main Office. A student should never assume that a lost item will not be turned in. Periodic checking of the lost and found is advised.

### **Student Visitors**

During the school year, student/alumni visitors are not permitted unless after school hours with an appointment, or unless granted specific permission from a building administrator.

### **Electronic Surveillance- Policy 7441**

The Board of Education authorizes the use of electronic surveillance monitoring devices in school

buildings and on school grounds. Therefore, all school buildings and school grounds within this school district may be monitored using such devices in accordance with Board Policy.

### **School Dances/Prom**

During the course of the year dances will be held by various school organizations. These dances will take place at the high school and off school grounds. Students will be admitted for one hour past the announced starting time. Students will not be admitted if they arrive more than one hour late or as otherwise specified unless previous arrangements are made with a vice principal. Once a student leaves, he/she will not be permitted to re-enter the dance. All school rules apply. Guests attending RHS sponsored activities must be under the age of 21 and provide emergency contact information for the date of the event.

### **Pass System**

Students are only permitted to leave the classroom with a pass and teacher permission. Students must sign-in/out each time they leave the classroom. Students may be asked to sign in at various locations by hall duty monitors.

### **Textbooks/Lockers**

The Board of Education supplies students with necessary textbooks. These textbooks are an important tool of learning and should be treated with care. At the end of each course, textbooks will be returned to the teacher and students will be assessed fines for damaged or lost books.

Students are assigned a hall and gym locker. Lockers must be locked at all times. Those who leave lockers open or give out the combinations to their lock encourage the loss of personal property. Lockers are school property and the administration reserves the right to conduct periodic inspections. Students are advised not to store valuables in gym lockers at any time.

### **Pictures/Posters and Notices**

The school reserves the right to determine the appropriateness of all pictures used in school publications including but not limited to the newspaper and yearbook.

Posters, leaflets and notices of any kind must receive prior approval of the administration before being posted or distributed. Posters can only be hung in the Commons area or placed on designated bulletin boards. Posters, leaflets and notices are not to be placed on lockers, cars, or any other unauthorized area.

### **Policy 5520 – Disorder and Demonstration**

The Board of Education is responsible for providing a thorough and efficient system of education for pupils in this district and is authorized to preserve order so that the system may function properly. Pupils will not be disturbed in the exercise of their constitutionally guaranteed rights to assemble peaceably and to express ideas and opinions, privately or publicly, provided that their activities do not infringe on the rights of others and do not interfere with the operation of the educational program.

The Board will not permit the conduct on school premises of any willful activity engaged in by an individual acting alone or by a group of individuals that interferes with the orderly operation of the educational program or offends the rights of others. The Board specifically prohibits any assembly or expression that materially disrupts instruction; is obscene, slanderous, or grossly prejudicial; advocates the use of dangerous or harmful materials; advocates the use of force or the violation of law or school rules; or advertises goods or services for unauthorized commercial gain.

### **Working Papers**

In order to go to work, whether during the school year or summer vacation, all persons under the age of 18 are required by the Child Labor Law of the State of New Jersey to obtain an employment certificate. Students must obtain proper paperwork from the school's website.

### **Policy 2340 - Educational Field Trips/In school events**

Field trips or in school activities for classes are recognized as educationally valuable experiences to enrich regularly planned classroom or group activities. The same regulations that apply to students when on school premises apply to students when they are on trips and representing the school. Parental permission slips are required from all students planning to participate in field trips in and out of school.

## **BOARD OF EDUCATION POLICIES**

[For a complete listing of all Board of Education policies please visit this link.](#) It is possible that a policy may have been updated and/or revised after the printing of this document so please refer to the website for the up-to-date information regarding BOE policy.